

Webster City CSD

Webster City EA

7/1/2006 6/30/2007

COMPREHENSIVE AGREEMENT FOR

2006-2007

between the

**WEBSTER CITY EDUCATION
ASSOCIATION**

And the

**BOARD OF EDUCATION, WEBSTER CITY
COMMUNITY SCHOOL DISTRICT**

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ARTICLE I

PREAMBLE

The Board of Directors of the Webster City Community School District and the Webster City Education Association recognize and declare that providing a quality education for the students of the Webster City School District is their mutual desire. Wherefore, the Board and Association hereby agree as follows:

ARTICLE II

RECOGNITION

The Board of Directors of the Webster City Community School District, hereinafter referred to as the "Board", hereinafter referred to as the "Association", as the certified exclusive and sole bargaining representative for all personnel presently or hereafter employed by the Webster City Community School District and within the Bargaining Unit described by PERB certification instrument (Case Number 237), issued by the PERB on the 23rd of September, 1975.

The Bargaining Unit as described in the above certification is as follows:

Included: All professional full-time or regular part-time employees, including classroom teachers, librarians (a.k.a. Media Specialists), guidance counselors, special education teachers, special teachers in music, physical education, art, developmental reading (a.k.a. Chapter I Reading), remedial math (a.k.a. Chapter I Math) and TAG (a.k.a. Project Explore).

Excluded: Secretaries and clerks, custodians, food service employees, transportation employees, nurse, maintenance personnel, para-professionals and educational aides (a.k.a. teacher associates or educational associates) and all others not specifically designated above or as excluded by Section 4 of the Act.

Definitions

Employee: The term employee as used in this Agreement shall be those employees within the Bargaining Unit as described by the certification referred to herein.

Day: The term day, as used in this Agreement, shall mean a calendar day unless otherwise specified.

ARTICLE III

GRIEVANCE PROCEDURE

Section 1.

A grievance shall mean only a complaint that there has been a violation, misinterpretation or misapplication of any of the specific provisions of this Agreement.

Section 2.

(a) Every employee within the Bargaining Unit shall have the right to present grievances in accordance with these procedures.

(b) The failure of an employee (or, in the event of an appeal to arbitration, the Association) to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grieving to proceed to the next step. The time limits, however, may be extended by mutual agreement.

(c) It is agreed that any investigation or other handling or processing of any grievance by the grieving employee shall be conducted so as to result in no interference with or interruption whatsoever of the instructional duties or related work activities of the grieving employee or of the teaching staff.

Section 3.

(a) **First Step:** An attempt shall be made to resolve any grievance in informal, verbal discussion between the complainant and his or her Supervisor. At the commencement of such discussion with said Supervisor, the Supervisor shall be advised by the complainant that the discussion should be considered as the First Step of a Grievance Procedure.

(b) **Second Step:** If the grievance cannot be resolved informally, the aggrieved employee shall file the grievance in writing with the Supervisor, and, at a mutually agreeable time, discuss the matter with the Supervisor. The written grievance filed on the form set forth in Schedule D shall state the nature of the grievance, shall note the specific clause or clauses of this agreement allegedly violated and shall state the relief requested. The filing of the formal written grievance at the second step must be within fifteen (15) school days from the date of occurrence of the event giving rise to the grievance. The Supervisor shall make a decision on the grievance and communicate it in writing to the employee, the Association and the Superintendent within ten (10) school days after receipt of the grievance.

(c) **Third Step:** In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved employee shall file, within five (5) school days of the Supervisor's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such copy of the written grievance is filed, the aggrieved and Superintendent or his designee shall meet to resolve the grievance. The Superintendent or his designee shall file a decision within ten (10) school days of said meeting and communicate it in writing to the employee, the Association and the Supervisor.

(d) **Fourth Step:** If the grievance is not resolved satisfactorily at Step 3, there shall be available a Fourth Step of impartial binding arbitration. The Association may submit, in writing, a request on behalf of the Association and the grieving employee to the Superintendent within twenty (20) school days from receipt of the Step 3 answer to enter into such arbitration. The arbitration proceedings shall be conducted by an arbitrator to be selected by the two parties within seven (7) school days after said notice is given. If the two parties fail to reach agreement on an arbitrator within seven (7) school days, the Public Employee Relations Board will be requested to provide a panel of seven (7) arbitrators. Each of the two parties will alternately strike one name at a time from the panel until only one shall remain. The remaining name shall be the

arbitrator. Said arbitrator must be selected within five (5) school days after receipt of the panel of arbitrators. The decision of the arbitrator will be binding on the parties. Expenses for the arbitrator services shall be borne equally by the Board and the Association.

The arbitrator, in his opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the Board and the Association and his decision must be based solely and only upon his interpretation of the meaning or application of the express relevant language of the agreement.

Section 4.

The grieving employee shall have the right to have a representative of the Association present during all phases of the grievance procedure if the employee so desires.

Section 5.

If a grievance is to be filed or processed on or after May 15, time limits herein referred to as "school days" shall convert to "weekdays" Monday through Friday.

Section 6.

Those provisions of this Article dealing with communication of decisions to the Association may be grieved by the Association President or grievance chairperson.

Section 7.

The Association and the Superintendent may mutually agree to the filing of a grievance by the Association at the Third Step of the grievance procedure under the following circumstances:

- a. The grievance involves the application of a provision of this Contract to a fact situation shared by more than one employee.
- b. The employees directly affected by the grievance be identified either by class or name.
- c. During the grievance procedure, the Association will be acting on behalf of all those identified and the results of the grievance shall be binding on the entire class or group identified.

ARTICLE IV

DUES DEDUCTION

A. **Authorization** - Any employee within the Bargaining Unit who is a member of the Association, or who has applied for membership, may sign and cause to be delivered to the Secretary of the Board an assignation authorizing payroll deduction of current annual professional dues by or through the Association. The form of this assignment must be as set forth in Schedule C.

B. **Regular Deduction** - Pursuant to a deduction authorization, the Board shall deduct 1/7 of the total dues from the regular salary check of the employee each month for seven (7) months, beginning in October and ending in April of each year and said authorization must be in the hands of the Secretary of the Board by October 1st.

C. **Prorated Deduction** - Employees who begin dues deductions after October shall have the total dues prorated on the basis of the remaining months of employment through April. If dues deductions are authorized after October 1st, the assignment must be filed on or before the first day of the month in which the deductions are to commence.

D. **Revocation** - Such authorization shall continue in effect throughout the school year unless revoked in writing by a thirty (30) calendar day notice to the Board.

E. **Transmission of Dues** - The Board shall transmit to the Association the total monthly deduction for professional dues within fifteen (15) school days following the termination of each regular payroll period, along with the listing of the employees for whom deductions were made and those employees who have revoked their deduction authorization in a timely manner for that pay period or have terminated employment during said period. A violation of this provision may be grieved by the Association President.

F. **Association Responsibilities** - The Association is responsible for providing information to its members of the dues deduction system and for the printing and distribution of the dues deduction assignment.

G. **Other Deductions** - Upon appropriate written authorization from the employee, the Board will deduct from salary for approved payroll deduction programs.

ARTICLE V

WORK YEAR AND HOLIDAYS

A. **In-School Work Year** - The in-school work year for employees shall not exceed one hundred ninety-five (195) days including the Holidays provided in Section B herein. For the school year 2005-06 one Professional Development Day has been added with funding provided by the State of Iowa.

B. **Holidays** - No employee shall be required to perform duties on the following holidays:

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Year's Day
5. Good Friday
6. Memorial Day

ARTICLE VI

EMPLOYEE HOURS

A. Length of Work Day:

1. The basic workday shall be seven and three-fourths ($7\frac{3}{4}$) hours. The basic workweek shall be thirty eight and one half ($38\frac{1}{2}$) hours. Hours of work shall be from 8:00 a.m. – 3:45 p.m. unless modified by the building administrator.

2. On Fridays, employees shall be released fifteen (15) minutes prior to the end of the normal workday. If students are dismissed early prior to vacation or holidays, teachers will be released thirty (30) minutes after student dismissal.

3. The beginning or closing hours may be changed or extended by the Principal of each building for faculty or other appropriate meetings reasonably incident to the teaching duties of the employees.

4. In the event there is an early dismissal of all students within the District due to inclement weather, employees shall be allowed to leave thirty (30) minutes after student dismissal. On days when student attendance is not required due to inclement weather, employee attendance shall not be required.

5. On days of inclement weather resulting in a late start of the school day, employees need not report until thirty (30) minutes prior to the beginning of the school day.

B. Duty Free Periods:

1. Each employee shall have a daily, uninterrupted, duty-free noon break as follows:

A. Elementary school employees shall have at least thirty minutes.

B. Junior High School and Senior High School employees shall have no less than twenty (20) minutes.

Such noon breaks will be scheduled by the Building Principal and are subject to emergencies affecting the schedule which could not be reasonably foreseen by the Principal including the unavoidable absence of supervising personnel during the noon period.

2. On those school days when there is no open time available to any employee during the normal student's school day, the Building Principal shall schedule one ten (10) minute duty-free break for that employee.

C. **Extra Compensation** - Where any employee is absent and a substitute is not obtained, any other employee may be assigned by a Building Principal to carry out the teaching assignment of the absent employee. Any employee acting as a substitute under these circumstances shall be paid at the rate of \$6.00 per hour in addition to their regular salary. The claim for such compensation must be approved by the Building Principal and submitted to the Superintendent prior to the end of the semester during which the claim accrued.

D. **Elementary Field Trips** - No elementary employee shall be required to accompany a field trip extending substantially beyond the normal school day and such participation shall be voluntary.

ARTICLE VII

IN-SERVICE TRAINING

In-service training shall be defined as those activities and meetings conducted during those days set aside during the school year as in-service training which assist in improving the teaching performance of the employee and to upgrade the instructional process. Such in-service training shall be administered as follows:

1. An In-Service Training Advisory Council shall be established as follows:

The council shall consist of four (4) administrators appointed by the Superintendent and four (4) employees chosen by the Association. Association representatives shall serve a two (2) year term on the In-Service Committee. The Council shall be authorized to establish subcommittees or ad hoc committees continuing specific projects as deemed desirable to the Council.

Or

The Association may appoint the School Improvement Team for the inservice committee.

2. The Council shall establish its own rules of procedure consistent with the above membership requirement and shall provide for selection of a chairman who shall be responsible for the arrangement and conduct of meetings. A minimum of two meetings shall be held each school year.

3. All recommendations from individual employees regarding in-service programs or meetings may be submitted to the Council for consideration.

4. The Council shall make recommendations to the Board regarding times for in-service training and such recommendations may reflect majority and minority opinions of the Council.

5. The Council shall determine the activities to be undertaken on in-service days. In the case where several proposals are before the Council and none can muster simple majority approval, the proposals will be reduced to those two proposals with the first and second place number of votes. These proposals will then be voted upon with the majority position prevailing. In case of a tie vote on such proposals, the Superintendent shall cast the deciding ballot.

ARTICLE VIII

HEALTH AND SAFETY

A. **Physical Examination** – All new employees shall submit a report of physical examination, upon a form to be provided by the Superintendent, after the offer of employment is made, and before the beginning of service. The physical examination shall be given by a licensed physician of the employee's choice. A TB skin or patch test shall be sufficient evidence of the absence of tuberculosis except where this test is positive. When a positive reading is indicated, a chest X-ray shall be required at the expense of the employee.

B. **Use of Force** - Any employee may, within the scope of employment responsibilities, use and apply such amount of force as is lawful to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense; and for the protection of other persons or property.

C. **Safety Procedures** - The Board shall take reasonable precautions to provide for reduction of potential hazards to the health and safety of the employees. The parties also recognize that safety is a mutual obligation of the employer and the employee. In the event that an employee observes such a potential hazard, said employee shall make a written notice of such condition to the Principal. If such condition is not remedied within fifteen (15) days, a copy of such written notice shall be filed by such employee with the Superintendent for further investigation and recommendation to the Board regarding appropriate action. Employees will be requested but not required to return to their work areas to search for bombs during a bomb threat. Upon exiting the building if the employee sees anything out of the ordinary they will report it to the building principal, police and/or fire department.

ARTICLE IX

FORMAL EVALUATION PROCEDURE

A. All beginning teachers shall be formally evaluated a minimum of once each semester. All non-probationary employees shall be formally evaluated and have a cumulative performance review once every three years. They will be on a three year cycle that is on going. The evaluator may also conduct informal observations of the employee.

1. Teachers with an initial provisional license shall be evaluated with the Comprehensive Evaluation Summative Evaluation instrument developed by the Iowa Department of Education. These teachers will also participate in the Webster City Community School District's mentor program.

B. **Notification:**

1. Within four (4) weeks after the beginning of each school year or after an employee's first day in a new assignment, the Administrative staff shall acquaint

employees with the Iowa Teaching Standards and criterion, the district-adopted descriptors, and the procedures and instruments to be used.

2. No formal evaluation shall be commenced until the orientation as described above is completed.

3. The right of the Board or its designated representatives to change the person or persons conducting the formal evaluation or classroom observations during the school year is reserved upon the condition that the employees be advised of such change before such person is used as an evaluator or classroom observer.

4. Informal classroom visits by the Superintendent or his designee may occur at any time.

C. Evaluation procedures shall be consistent between evaluators within the district. In no case shall teachers in one building be required to follow procedures that are different from those in other buildings.

D. A classroom observation occurs when an observation of the employee's classroom teaching performance is initiated for evaluation purposes. All such classroom observations shall be conducted openly and with the full knowledge of the teacher. An employee shall receive or written feedback following each formal observation within five (5) school days.

E. 1. Within fifteen (15) school days after each formal written evaluation, the evaluator shall discuss the evaluation with the employees. If any aspect of the employee's teaching performance is rated as "needs improvement" by the evaluator, the evaluator shall list any appropriate suggestions for improvement known to the evaluator.

2. If an employee receives a rating of "does not meet the standard" on their formal written evaluation, then such rating can be grieved. The grievance shall be processed through the formal grievance procedures with the date of occurrence of the event being the date of receipt of the evaluation by the employee.

The arbitrator's review will be limited to whether the rating or statement in question is arbitrary, capricious or without basis in fact. The arbitrator's remedy shall be limited to correcting the rating or statements contained in the evaluation.

Determination that an employee is in need of intensive assistance and the implementation of intensive assistance is not subject to the grievance procedure.

3. Following the conference between the employee and the evaluator, the employee shall sign the original copy of the formal evaluation to indicate awareness of its content. Within five (5) school days after the evaluation conference, the employee shall have the right to submit a written explanation of statement regarding the formal evaluation for inclusion with the formal evaluation. The evaluator shall sign and date this statement to indicate awareness of its content and when received. The formal evaluation and any

attachments shall be submitted to the superintendent by the evaluator.

F. This article deals solely with the formal evaluation procedure. Nothing in this article is to be construed as precluding additional evaluation of teachers by any other means deemed appropriate by the Board. In the event that such additional evaluation results in a written evaluation report to be placed in any employee's personnel file, the employee shall be provided a copy of said report and shall have the opportunity to respond to it by submission of a written statement to be attached to said report.

G. Upon twenty-four (24) hours notification to the Superintendent, an employee may review all written evaluation reports filed in any employee's personnel file.

ARTICLE X

SENIORITY

A. **Seniority Determination** - Seniority shall be defined as the length of full-time continuous service within the Webster City School District. Seniority shall not accrue but shall not be broken by unpaid leaves of absence of a full year. Seniority does not include service as a substitute, short or long term. Employees who work half-time or more shall receive a full year seniority. If two (2) or more employees have the same seniority, ties shall be broken by the last four (4) digits of an employee's social security number (highest number received the highest seniority).

Any employee hired as a temporary employee for one (1) year or less to replace an employee granted an extended leave of absence shall not accrue seniority

B. **Seniority List Posting**

1. No later than November 1 of each year, the Board shall post in all school buildings and deliver to the Association a seniority list.

2. The seniority list will include the employee's name, social security number, staff reduction category, and year continuous employment commenced.

3. If the employee or Association feels an error has been made in the seniority list, they shall bring it to the attention of the Superintendent.

4. The Association shall be notified of any changes which are made to the seniority list after the initial posting.

ARTICLE XI

STAFF REDUCTION

A. **Reduction** - When, in the sole, exclusive and final judgment of the Board, a reduction of staff becomes necessary due to budget restrictions or limitations, declining enrollment, in phasing out of special or federal programs, extensive changes in the curriculum because of changing needs or requests of students, or other reasons, the following procedure provided herein, shall be followed:

B. **Staff Reduction Categories** - Staff reduction will occur within staff reduction categories including:

Elementary Level (Pre-K - 4)

Regular Classroom Teacher
Pre-School Handicapped
Multi-Cat
MD

5-8

Regular Classroom Teacher
Multi-Cat
MD-SCIN
BD

9-12

Regular classroom by subject matter area, i.e. math, science, social studies, English, life management, industrial arts, business, foreign language by endorsement, vocational agriculture, multi-occupations, health
BD
MD Severe
Multi-Cat
Reconnecting Youth Prevention

K-12

Music
Art
PE
Guidance
Media

Order of Reduction: Within the staff reduction categories to be reduced, employees will be reduced in the following order:

1. Those employees with "temporary" or "emergency" certificates shall be terminated first.
2. Employees on probation as defined in Section 279.19, Code of Iowa.
3. Nonprobationary employees in inverse order of seniority.
4. Exceptions may be made in the order of reduction provided in items 1-3 above if necessary to maintain a program, to maintain compliance with NCA accreditation standards, or to maintain an employee with necessary state teaching certification for a position to be retained.

C. **Notification** - Specific notice of reduction shall be given those individuals to be terminated and the Association no later than April 30th. The notice will indicate the reason or reasons for staff reduction.

D. **Benefits** - Any professional employee who is re-employed after termination under this Article shall be placed on the salary schedule at the step above the one in effect at the time of departure if eligible for same.

E. Recall Provisions

1. Any employee who resigns subsequent to receiving a notice of termination due to staff reduction or is terminated because of staff reduction shall be recalled as provided herein.

2. Employees referred to in section one shall be recalled for a period two (2) years (from the last regular teacher workday in the year of layoff) if a written request for recall is filed with the Superintendent prior to September 1 of the year in which such employee was terminated. Any teacher wishing to retain his/her recall privileges shall keep the Superintendent informed in writing of his/her current address and the address so provided will be used as the mailing address for any information regarding the recall.

3. In filling open positions, those employees on recall shall be recalled when there is a position open in the staff reduction category from which the employee was reduced or a position open in a staff reduction category in which the employee has taught in the Webster City Community School District during the last five years and, in either instance, the employee is certified for the vacant teaching position. Chapter I teachers are entitled to be recalled in the Regular Classroom category. If more than one (1) employee is so qualified for the vacancy, employees shall be recalled in the inverse order of termination. Employees will be notified via regular mail, addressed to the employee at the latest address recorded with the Superintendent. Failure of the employee to affirmatively respond within ten (10) calendar days of mailing shall be deemed a waiver by the employee of that recall opportunity.

4. **Exception** - Any employee hired as a temporary employee for one (1) year or less to replace an employee granted an extended leave of absence shall not be eligible for recall rights.

F. **Grievance** - Any employee entitled to recall shall retain the right to grieve the recall provision herein for two years after employment is terminated pursuant to staff reduction.

ARTICLE XII

LEAVES (SPECIAL)

A. **Bereavement** – In the event of the death of an employee's parent, child, sibling, corresponding in-laws of the prior relatives; spouse, step-parent, step-child, grandparent or grandchild, the employee shall be granted leave with pay for the amount of time necessary for attendance at the funeral and for making funeral arrangements not to exceed five (5) days per occurrence. In the event of the death of an employee's other relatives, the employee shall be granted leave with pay not to exceed three (3) per occurrence. In the event of a death of a non-relative the employee shall be granted one (1) day per year. Notification of the death and application for leave shall be made through the Building Principal prior to the commencement of the leave. In the absence of the Building Principal, said application may be made directly to the Superintendent or his designated representative. The determination of the amount of leave time "necessary" shall be at the discretion of the Superintendent or his designated representative. The leave is not cumulative.

B. Family Illness Leave – Each employee will be granted three (3) nonaccumulative days per year of family illness leave. Family leave will be granted for illnesses or hospitalization of an employee's parent, spouse, child, sibling, corresponding in-laws of the prior relatives' spouse, step-parent, step-child, grandparent or grandchild.

C. Personal Leave - Each employee will be granted three (3) non-accumulative days per year for personal leave. Said leave shall be exercised in no less than one-half (1/2) day increments. Only two (2) employees per building may exercise personal leave at any one (1) time. Personal leave shall be available for matters that cannot be handled outside of work time. Employees must apply for personal leave seven (7) days in advance. An employee making application for personal leave shall not be required to state the reason for which the leave is requested, but by signature on the application form attests that the reason for the leave meets the standard.

D. Professional Leave

1. At the discretion of the Superintendent, professional leave, with pay, may be granted to employees for the attendance of conferences, workshops, seminars or classes conducted by colleges, universities, or other educational institutions or organizations. Such professional leave must be approved in advance by the Superintendent.

2. All employees shall have the opportunity to apply for professional leave through their Building Principal.

3. During the absence of the employee during professional leave, necessary substitute teachers shall be provided by the Board.

4. The Superintendent will have the authority to provide conference or meeting fees, travel expenses or otherwise assist in offsetting the cost of such professional leave. The allowance of this financial assistance shall be at the sole discretion of the Superintendent.

E. Association Leave - Upon no less than five (5) school days notice to the Superintendent by the Association President, representatives of the Association shall be allowed up to a total of twelve (12) teaching days during the school year for attendance of meetings or assemblies of the Association or its affiliate organizations. No more than five (5) employees may utilize this leave on the same day. The Board will be reimbursed by the Association for substitutes pay at the existing rate for substitutes hired or extra compensation paid employees during such leave. The notice requirement herein may be waived by the Superintendent. This provision may be grieved pursuant to the grievance procedure by the President of the Association.

F. Jury Leave - Any employee called for jury duty during school hours, will be granted leave for such purpose and will receive full pay with a reduction being made for jury duty remuneration during the length of duty. The Board will provide for necessary substitutes during the duration of such jury duty.

G. Other Leave - The article does not preclude the granting of other leave by the

Board upon application by employees through the Building Principal. "Other Leave" may include graduate study leave, short term leave and any other leaves deemed desirable by the Board. The decision regarding the granting of such leaves and whether such leaves shall be with pay or without pay shall be at the sole discretion of the Board. The employee may refer to Board policies for guidelines in this area.

H. **Discretionary Leave** – One day of unpaid leave may be granted by the Superintendent.

ARTICLE XIII

SICK LEAVE

A. **Accumulative Benefits** - All regular employees within the Bargaining Unit shall be entitled to sick leave subject to the conditions herein in regard to absence from duty due to personal illness or injury, regardless of whether such illness or injury was incurred during the course of employment. This leave applies to mental and physical disabilities (including disability from pregnancy and/or child birth). Unused sick leave days shall be accumulated from year to year, cumulative to one hundred five (105) days subject to the conditions herein. The amount of sick leave each employee is entitled to during any given year shall be as follows:

1. First year of employment within the Webster City Community School District - 10 days.
2. Second year of employment within the Webster City Community School District - 11 days.
3. Third year of employment within the Webster City Community School District - 12 days.
4. Fourth year of employment within the Webster City Community School District - 13 days.
5. Fifth year of employment within the Webster City Community School District - 15 days
6. Sixth year of employment within the Webster City Community School District - 17 days.
7. Seventh and subsequent years within the Webster City Community School District - 20 days

B. **New Employees** - Employees within the Bargaining Unit who are commencing their first year of employment with the Webster City Community School District will accrue no sick leave benefits prior to reporting for their assigned duties.

C. **Worker's Compensation** - If an employee is hurt or disabled on the job, the employee shall have an option to choose the worker's compensation payment or receive a supplement from the District to provide a total day's pay with an accompanying deduction of one (1) day sick leave per each day absent.

D. **Accumulation Information** - Each employee shall have the right to receive a written accounting of accumulated sick leave days from the Board on written request.

E. **Extended Leave** - An employee who is unable to work because of personal illness or disability, and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability, up to one year,

and the leave may be renewed each year by the Board upon written request by the employee.

F. Anticipated Medical Disability Leave - An employee who anticipates medical disability which shall cause the employee to be absent from the employee's duties during any portion of the employee work year, shall notify the superintendent as soon as possible. Such notice shall be in writing and shall include the following information, if known:

1. Expected date of disability.
2. Whether the employee plans to continue to perform duties during the period in anticipation of disability.
3. The date the employee wishes to commence disability leave.
4. Whether the employee plans to return to duties following disability leave, and, if so, the date the employee wishes to return. The Superintendent shall immediately be advised of any changes in the dates provided by such notice.

Any employee anticipating disability leave who desires to continue the performance of duties during the period in anticipation of disability may continue to do so provided that the employee's health and teaching are not affected and the employee is physically capable to continuing to perform said duties. Upon request of the Superintendent, the employee shall provide a statement from the employee's physician stating that the employee is capable of performing duties during anticipation of disability leave.

A teacher who is disabled shall begin sick leave on the date medically indicated by the teacher's physician and report it in writing to the Superintendent. The teacher may return to the teacher's position at such time as the teacher's physician states that the teacher is physically able to do so.

Extension of leave beyond the medically indicated date shall be mutually agreed by the Superintendent and the employee, with the condition that any such extension required by the Board for reasons not related to the employee's ability to perform regular duties shall be treated as paid leave and not considered as sick leave.

Section D of the insurance article herein shall apply in situations where sick leave is exhausted during the medically indicated portion of the disability leave.

A leave of absence without pay beyond the time medically indicated for the termination of disability leave may be granted, at the Board's discretion, upon the employee's request for a period not to exceed the remainder of the contract year in which such leave is granted.

G. Leave Bank – To be used by eligible employee in the event of a catastrophic illness, accident, or serious family illness as defined in Article XIIC.

1. **Establishment** – A leave bank will be established for the use of employees who choose to participate. Use of leave bank days will commence on the day of sickness, injury, or serious family illness as defined in Article XIIC of the eligible employee and continue until employee is eligible for employment. The bank year will be the contract year.

2. **Participation** – Participation in the leave bank will be on a voluntary basis.

Each participating individual employee's contribution will be made in the form of a one-time contribution of one (1) day of sick leave from his/her current year's allocation. The days contributed to the bank becomes the property of the bank and will not be returned to the employee, except under Paragraph 5 below.

3. **Enrollment** – Enrollment will take place during opening workshop but in no case later than September 10 and will entitle the enrolling employee to membership until revoked in writing by the employee. Enrollment shall consist of the signing of three (3) copies of the Leave Bank Enrollment Form in Appendix Schedule F and forwarding them to the Superintendent's Office. The Form indicates the year of coverage and authorizes the sick leave transfer to the bank. The Superintendent will sign the forms and return one (1) copy to the employee and one (1) copy of the Association.

4. **Unused Days in Bank** – Assets of the bank will accumulate. The following year's bank will consist of days carried over from the previous year. The Board will provide the Association with verification of the bank's total number of days for the current year and of the previous year's usage of bank days no later than September 30 of each year.

5. **Use of Bank Leave Days** – Eligible employees must request in writing to the Superintendent that he/she wishes to withdraw days from the bank to a maximum of 20 days in a contract year. An eligible employee is one who has timely volunteered for participation in the leave bank and who has exhausted his/her personal sick leave (in the event of the employee's illness or accident) without being eligible for long term disability (under Article XVI: Insurance), worker's compensation (under Article XVI: Insurance), and/or social security disability. In the event of serious family illness, the eligible employee must have exhausted all available leave options.

6. **Payback of Leave Days Used** – Employees who use days from the Leave Bank will be required to pay back the days used at a rate of a minimum of ½ of the annual allotment of sick leave days each year until the full number of days used are reimbursed to the bank. Employees may elect to pay back at a faster rate than the minimum. Employees who leave the district without completing the Payback of days used from the Leave Bank will be required to reimburse the district for the remaining days at the maximum substitute pay rate. Employees who retire at age 62 or are placed on full disability will be exempt from paying back days used from the Leave Bank.

7. **Leave Bank "Sunset" Clause** – Article XIII Section G – Leave Bank will automatically terminate and be expunged from the Master Contract after three years (at the conclusion of the 2006-2007 contract year.)

ARTICLE XIV

WAGES

A. **Schedule** - The salary of each employee covered by the regular salary schedule is set forth in Schedule A., which is attached hereto and made a part hereof.

B. **Placement on Salary Schedule** - Employees newly hired into the District shall be granted credit for a minimum of five (5) years of previous teaching experience in a

duly accredited school if within the last five (5) years. (Effective 7/1/86 and not retroactive). The Board in its discretion may grant credit for additional years of teaching experience. The district will furnish a letter concerning placement on the salary schedule.

C. Advancement on Salary Schedule - Employees on the regular salary schedule shall be granted one increment or vertical step on the schedule for each year of service until the maximum for their education classifications is reached. A teacher must be employed for a minimum of seven (7) months (140 contract days) in a school year before he/she is eligible for the next increment step for the following year.

An employee moving from a salary step within the BA lanes of the salary schedule shall move to the appropriate MA lane and one step vertically.

An employee moving from the Career Increment area of the BA lanes of the salary schedule to the MA lane shall move to the appropriate corresponding career increment step of the MA lane.

Example: BA

4% of BA Base

MA

5% or 6% of BA Base

D. Educational Lanes:

1. Special Conditions: When a teacher applies for the BA + 10 and BA + 20 level, a certified transcript shall be presented before September 10 of the school year. All credits approved by the Superintendent shall be accepted when the institution where the credits are earned has designated the credits as graduate credit. However, these credits will not be honored if they are for the purpose of gaining proper certification or gaining proper certification or gaining endorsement approval to teaching assigned subjects.

Beginning with the 1985-86 school year, a new lane shall be implemented to be called BA + 30 Lane. This category will become effective for those instructors who secure a minimum of 10 semester hours of graduate credit over the BA + 20 level after January 1, 1985 in courses that are directly related to their instructional matter area or as requested by the school administration. Three of these hours may be in approved methodology type classes. Approval of all such course must be received in writing from the Superintendent of schools prior to entrance into the course effective with the 1991-92 school year.

For any teacher to be placed on the MA + 15 level, 15 semester hours of credit approved by the Superintendent beyond the receipt of the Master's Degree must have been earned. The same rules apply for MA + 30.

2. General Specifications for Participation on Schedule:

A. Class I, II, III, IV - Teachers employed in these classifications must earn six (6) semester hours of graduate credit approved by the Superintendent within five (5)

years after initial employment or from the last change in salary schedule classification. Failure to comply will automatically freeze the employee to the present step. When the teacher does comply, the employee's base will be adjusted to the current level and the employee will advance to the next step on the schedule above the point previously held.

B. Class V, VI - The teachers in these classifications will be expected to earn six (6) semester hours of approved graduate work during a five (5) year period.

C. Class VII - Teachers in this classification will not be required to obtain formal college credit but shall be expected to expand their professional competence to meet the needs of their assignment and to provide evidence acceptable to the Board of Education.

D. All changes in classification will be made only upon evidence of a certified transcript from the institution granting the degree or credit.

E. Approval of Credits: (For BA + 10 and BA + 20 with the BA + 30 requirements as given on page 20, D1, paragraph 2.)

Where approval of credits by the Superintendent is provided for in this Article, approval shall be granted to:

1. All graduate courses taken on the campus of an accredited college or university, not previously taken by the employee, that are within the subject matter being taught by the employee.

2. All graduate courses that are part of a Master's Degree program pursued by an employee at an accredited college or university. The Superintendent may request, prior to approval, a certified letter from the employee's graduate school advisor showing an outline of the courses to be completed for the Master's Degree.

Approval of any other courses shall not be unreasonably withheld. If approval is withheld, the Superintendent shall enumerate the reasons for refusing the credit upon the request of the employee offering such credit. If the employee is dissatisfied with the reasons for refusing to approve such credit, the employee shall be entitled to a hearing before the Board for a final decision. This decision shall not be subject to the grievance procedure provided in this agreement.

F. Proof of Credit - Whenever this Article provides for production of a certified transcript, the Superintendent may accept other proof of credit acceptable to the Superintendent.

G. Method of Payment:

1. **Pay Period** - Each employee working the full year shall be paid in twelve (12) equal payments on the twentieth (20th) of each month. Employees shall receive their checks at their regular buildings and if the payment date falls on a school holiday, vacation, or weekend, employees shall receive their paycheck on the last previous working day.

Employees who are new in the teaching profession may, at their option, elect to receive up to fifty (50%) percent of the first salary installment after the completion of the first ten (10) days of employment. The balance of the first month's installment of the contract salary shall be paid on the regular pay day.

2. **Summer Checks** - Summer checks, other than for summer school teachers, shall be mailed to the address designated by the employee on the 20th of the month.

3. Staff members that have questions concerning what is included in a certain paycheck can send the question in writing or e-mail to the office. The district will respond to all questions/inquiries.

H. **Travel** - Upon application and prior approval of the Board, the Board may allow an employee who plans to travel either within the United States or to foreign countries, one or more credits to apply toward the credit barrier of six (6) hours every five (5) years. The allowance of said credit is solely at the discretion of the Board and the Board may impose conditions to be complied with including written reports and travel presentations before the credit is allowed. This decision shall not be subject to the grievance procedure provided in this agreement.

I. **Extra Assignment and Extended Contract Rate** - The salary schedule is based upon the regular school year as set forth in this Agreement.

All employees required by the terms of their individual contract to work an extended time beyond the regular school year shall be additionally compensated at a per diem rate commensurate with the employee's regular contract.

J. **Distribution of Phase II Funds** - The funds provided by the State for Phase II of HF.499 shall be distributed in the following manner:

1. Based on the equal distribution to all eligible full-time equivalent staff.
2. Distribution shall be based on the staff on September 10th of the current year.
3. Distribution computations shall be as per the 1987-88 procedures.

K. **Professional Mentoring Program** - Sets up procedures for implementation and Salaries paid to people involved.

ARTICLE XV

SUPPLEMENTAL PAY

A. **Extra Service Pay:**

1. **Approved Activities:** The Board and the Association agree that the extracurricular activities listed in Schedule B are official school-sponsored activities. All insurance protecting employees in effect during the regular school day will extend to such activities.

2. **Rates of Pay:** Employee participation in those activities on the supplemental pay schedule shall be contractual and shall be compensated according to the rate of pay as provided in Schedule B, which is attached hereto and incorporated herein. If additional activities involving extracurricular duties outside of the employment contract are initiated during the year by the Board, the rate of pay will be mutually agreed upon

by the Board, the Association, and the employee involved.

3. Termination of Activity: In the event that any of the activities described herein are terminated by the Board, such termination shall not be cause for termination of the Teachers Contract of the employee who has assumed such activity.

4. Non-teaching Employees: If an employee has no teaching contract, the salary will be determined by multiplying the percentage by the appropriate experience step in the BA lane for each activity. An employee may transfer outside experience up to a maximum of five (5) years.

B. Employees who may be requested to use their own automobiles in the performance of their duties and employees who are assigned to more than one school per day shall be reimbursed for all necessary travel during their work day at the rate of 21 cents per mile unless an annual travel allowance has been mutually agreed upon between the Superintendent and the employee.

The same per mile rate shall be given for use of personal cars for field trips or other district business upon prior approval of the Board or its designated representative.

ARTICLE XVI

INSURANCE

A. **Types** - The Board agrees to provide all employees working 20 hours or more per week the following insurance protection:

1. Health and Major Medical: Each employee will be covered by a health and major medical program paid by the District. The terms for this benefit shall include: Medical: \$500/\$1000 deductible; \$1000/\$2000 out-of-pocket maximum; Physicians Visit - PPO \$10.00; PPO 10% coinsurance after deductible, non-PPO 20% coinsurance after deductible. Prescription Drugs: No out-of-pocket maximum; \$10 generic/\$20 preferred. The Board shall make a monthly contribution of \$75 per month toward the cost of the family plan for eligible spouses and dependents. Employees hired after January 1, 2005, are not eligible for the \$75 monthly contribution. Employees hired before January 1, 2005, who were not receiving the benefit, are not eligible for the \$75 monthly contribution. Spouses hired in the district as of January 1, 2005, who receive family insurance paid in full by the district, will continue to receive that benefit. Spouses hired after January 1, 2005 will be eligible for single insurance. If they desire family insurance the district will apply the premium of two single policies towards the family plan with the difference in cost of family insurance to be paid by the employee.

2. Life: The Board shall provide a group term life program with accidental death and dismemberment in the amount of \$25,000 for all eligible employees.

3. Disability: The Board shall provide a long-term disability insurance policy with benefits no less than those supplied in the preceding school year to all eligible employees. This program will pay a monthly benefit of 66 2/3% of the employee gross monthly salary.

4. Worker's Compensation: Each employee shall be covered by Worker's Compensation Insurance paid by the District. (See Article XIII, C - Sick Leave)

5. **School Liability:** Employees shall be covered by school financed liability insurance with coverage no less than that supplied in the preceding school year.

B. **Coverage** - The Board provided insurance programs for employees shall be for 12 consecutive months beginning as follows:

- A. Health and Accident: Upon initially reporting for work.
- B. Long-term Disability: Upon initially reporting for work.
- C. Life: October 1st if reporting to work at start of year

Employees beginning after the regular starting of the school year shall be covered as per the insurance policies within sixty (60) days of beginning employment.

C. **Descriptions** - The Board shall post in each building a description of the insurance coverage provided herein at the beginning of the school year, which shall include a description of conditions and limits of coverage as provided above. The Board will be responsible for providing insurance information in the form of application and enrollment meetings but the employee shall be responsible for meeting deadlines, proper completion of application cards and providing all information required by the by the insurance companies or the Board for coverage purposes.

In the event the Board changes insurance carriers, the District shall provide the Association with a copy of the insurance contract as soon as it is available from the insurance carrier.

D. **Continuation** - Subject to group insurance policy conditions and exclusions, the insurance benefits and Board contributions described herein will continue as follows:

1. In the event that an employee, absent because of illness or injury, has exhausted sick leave accrued, said benefits and contributions shall continue to the end of the next monthly pay period after expiration of such sick leave.

Further continuation of said benefits will occur only if paid for by the employee prior to billing dates as notified by the Board and said employee continues to be qualified to remain in the insurance group.

2. For employees on paid leave, and employees on a Board approved leave of absence without pay of less than twenty (20) school days, such benefits and contributions shall continue for the duration of such leave.

3. Employees on an unpaid leave of absence of more than twenty (20) school days will have the option of continuing such benefits by paying the full premium thereof prior to the billing dates are notified by the Board and said employees continue to be qualified to remain in the insurance group and such procedure is acceptable to the insuring companies.

ARTICLE XVII

VOLUNTARY TRANSFER PROCEDURES

A. Employees who desire a transfer from one building to another or a change in

grade or subject assignment must file a written request with the Superintendent prior to April 15 setting out the change in grade or subject assignment or the school or schools to which the employee desires to be transferred in order of preference.

B. The decision on all requests for voluntary transfer shall be at the discretion of the Board after consideration of the following factors:

(A) Best interest and needs to the School District.

(B) Qualifications of the applicant to fill the vacancy in question.

(C) Length of continuous service in the Webster City School District if there are two or more applicants for the same vacancy.

C. Notice of the disposition of a request for voluntary transfer shall be given to the employee prior to the end of the school year.

D. Notices of district vacancies shall be posted in each attendance center in the District as well as in the Administration Office Building on the hallway bulletin board within a reasonable time after such vacancies are known and when applications are being sought for such vacancies and three copies of such notice will be provided to the Association.

E. The provisions of this Article pertaining to requests for a change in grade or subject assignment and the processing thereof are subject to the Grievance Procedure provided in Article V only through Step Three of said Grievance Procedure.

F. The district will provide preliminary postings by February 15th each year.

ARTICLE XVIII

INVOLUNTARY TRANSFERS

A. Definitions

1. A transfer shall mean the movement of employees from building to building, the movement of elementary (PreK-6) employees to a different grade level, or the movement of secondary (7-12) employees from one (1) subject matter area to another. If an employee's job assignment is merely reapportioned such that the employee is not moved to a new building, grade level or subject matter area, this reapportionment shall not be deemed a transfer.

2. A vacancy refers to an opening in a position as defined by the employer which the employer desires to permanently fill. Such a position may be eliminated or restructured at the discretion of the employer.

B. **Elementary Rotation** - Elementary classroom teachers may be rotated according to Board policy. Such rotation shall be excluded from the provisions of this article.

- C. **Notification** - Employees and the Association shall receive written notification seven (7) days prior to finalization of an involuntary transfer.
- D. **Conference** - Within three (3) days of notification, an employee may request a conference to discuss the involuntary transfer. The conference will be scheduled prior to finalization of the involuntary transfer.
- E. The district will provide preliminary postings by February 15th each year.

ARTICLE XIX

COMPLIANCE CLAUSES

- A. **Compliance Between Individual Contracts and Agreements** - In the event the terms and conditions of any individual contract between the Board and an employee conflict with or are contrary to the specific provisions of this Agreement, the provision of this Agreement will control.
- B. **Separability** - Should any article, section, clause, or phrase of this agreement be declared illegal by a court of competent jurisdiction, then that article, section, clause or phrase shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, clauses or phrases shall remain in full force and effect.
- C. **Duration Period** - The agreement shall be effective as of July 1, 2006, and shall continue in effect until June 30, 2007.
- D. **Notice** - Whenever the provisions of this agreement require notice to be given by either of the parties to this Agreement, notice will be given by a telegram or letter to the following designated in writing by either party:

Notice to Board: Board of Directors
Webster City Community School District
825 Beach Street
Webster City, IA 50595

Notice to Association: President
Webster City Education Association
Box 284
Webster City, IA 50595

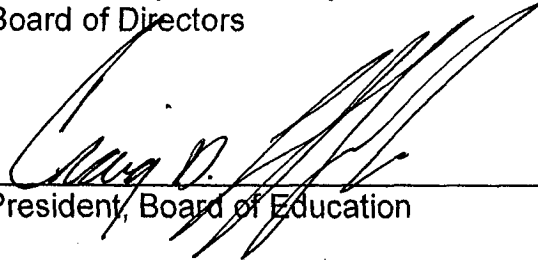
- E. **Agreement Copies** - The Board shall provide a sufficient number of copies of this Agreement to the Association to provide one copy for each employee and twenty-five additional copies to the Association. The Board shall also provide a copy of this Agreement to new employees.

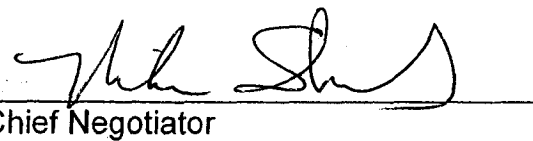
ARTICLE XX

SIGNATURE CLAUSE

In witness whereof the parties hereto have caused this Agreement to be signed by their respective Presidents and their signatures placed thereon all on the 27th day of March, 2006 .

Webster City Community School
Board of Directors

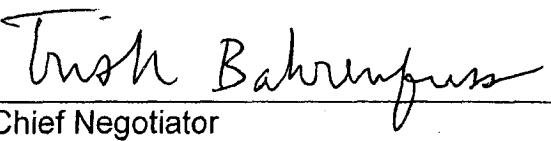


President, Board of Education

Chief Negotiator

Webster City Education Association



President, Webster City Educ. Assn.

Chief Negotiator

2006-07 SALARY SCHEDULE			Does not include Phase II					
STEP	BA	BA+10	BA+20	BA+30	MA	MA+15	MA+30	YEARS OF EXP.
1	26430	27508	28566	29360	30153	31211	32269	0
2	27508	28566	29624	30418	31211	32269	33327	1
3	28566	29624	30682	31476	32269	33327	34385	2
4	29624	30682	31740	32534	33327	34385	35443	3
5	30947	32005	33063	33856	34650	35708	36766	4
6	32269	33327	34385	35179	35972	37030	38088	5
7	33592	34650	35708	36501	37295	38353	39411	6
8	34914	35972	37030	37824	38617	39675	40733	7
9	36237	37295	38353	39146	39940	40998	42056	8
10	37559	38617	39675	40469	41262	42320	43378	9
11	38882	39940	40998	41791	42585	43643	44701	10
12	39940	40998	42320	43114	43907	44965	46023	11
13	40998	42056	43378	44172	44965	46023	47081	12
14	1058	1058	1058	1058	46023	47081	48139	13
15	0	0	0	0	1323	1323	1323	14-18
16	0	0	0	0	1587	1587	1587	19 & up

CAREER INCREMENT

(A) Those employees who have been at the final vertical step on the salary schedule for over one year in categories I, II, III and IV shall have a career increment of 4% of the BA Base added to the contract salary.

(B) Those employees who have been at the final vertical step on the salary schedule for over one year in categories V, VI or VII shall have a career increment of 5% of the BA Base added to the contract salary if they have been on the final vertical step for two (2) to six (6) years inclusive, and a career increment of 6% of the BA Base added to the contract salary if they have been on the final vertical step for more than six (6) years.

SCHEDULE B

SUPPLEMENTAL PAY

<u>Duty</u>	<u>Stipend</u>
Football, Basketball (B&G), Wrestling, Baseball, Softball	
Head	13 %
Assistant Varsity/10th Head	7.0%
Assistant 10th	5.0%
7th - 9th Grade Head	5.0%
7th - 9th Assistant	4.0%
Track (Girls and Boys), Volleyball and Cross Country	
Head	10 %
Assistant	6.0%
9th Head	5.0%
Assistant MS	4.0%
MS Cross Country	3.0%
Golf (B&G), Tennis (B&G), and Soccer Coach (Head)	6.0%
Assistant HS Soccer	4.0%
Additional for Combined Varsity Boys and Girls Teams	1.0%
Athletic Trainer	13 %
Auditorium/Lighting	2.5%
Drama Director	5.0%
Fall Production	3.0%
Speech Director	5.0%
Cheerleader Director	8.0%
Vocal Music (HS)	10 %
Vocal Music (Middle School)	4.0%
Instrumental Music (HS)	10 %
Instrumental Music (Middle School)	4.0%
*Club Sponsors	2.5%
Publications (HS Director)	4.0%
Prom Supervisor	2.0%
Intramurals	3.0%
AV Coordinators	2.0%
Middle School Drama	5.0%
HS Student Council Supervisor	3.5%
Athletic Director	8.0%
MS Mock Trial	1.5%
HS Mock Trial	1.5%

*Over on back of this sheet

*Club sponsorships do not include student activities attendant to vocational teaching positions, i.e. DECA, VICA, OE and FFA. All current or proposed compensated club sponsorships are subject to annual review and board approval and must submit the following information: (1) Definition of purpose; (2) By-laws and Constitution; (3) Definition of community service projects; (4) Definition of trips, if any; (5) Number and intervals of meetings as established per by-laws; (6) Current participation numbers and projected numbers for the following year. Information must be submitted by the current or proposed club sponsor prior to February 15 for the succeeding year to the building principal. If recommended by administration and approved by the Board, the club will be compensated according to the contractual stipend for the subsequent year.

SCHEDULE C

PROFESSIONAL DUES DEDUCTION AUTHORIZATION FORM

The undersigned employee of the Webster City Community School District hereby authorizes said District to deduct the following designated professional dues from the regular salary check of said employee in equal shares commencing with the payroll period in the month of October, _____, and continuing through the payroll period ending in the month of April, _____. The dues so deducted are hereby assigned to the Webster City Education Association. The undersigned hereby releases the Webster City Community School District, the Board of Directors of the Webster City Community School District, each individual Board member, staff, and all administrators from any and all responsibility for the application of the deduction authorized herein. The undersigned also acknowledges that this authorization is to continue in effect throughout the school year unless revoked in writing by the thirty (30) calendar day notice to the Webster City Community School District.

Total Professional Dues: \$ _____

Printed Name of Employee

Signature of Employee

Date

PAYMENT FOR THE ADDITIONAL IN-SERVICE DAY

Each professional staff member will be paid his/her per diem salary for the additional In-Service day in twelve payments beginning with the September 20, 2006 paycheck. Part-time staff members will be paid on a pro-rated basis.

PAYMENT FOR ADDITIONAL PROFESSIONAL DEVELOPMENT

Monies will be expended as follows:

1. Be used to supplement the funding for the equivalent of one additional Professional Development Day if the allocation of funds provided for the additional day is insufficient.

Date: 7/12/06

Trish Bahrenpuss
For the Education Association

Mike Sherry
For the District

SCHEDULE D
GRIEVANCE REPORT

Webster City Community School District

_____ Building

Date _____

Name of Aggrieved Person

Date Grievance Occurred: _____

Section(s) of Contract: _____

Statement of Grievance: _____

Relief Sought: _____

WEBSTER CITY COMMUNITY SCHOOLS

Professional Evaluation

Educator	Assignment
School Year	Building High School

Exceeds District Standards	Meets District Standards	Needs Improvement	Not Observed
----------------------------------	--------------------------------	----------------------	-----------------

A. INSTRUCTIONAL CHARACTERISTICS

1. Bases instruction on sound, measurable objectives				
2. Provides students with specific oral/written evaluative feedback				
3. Utilizes appropriate evaluation activities				
4. Recognizes and provides for individual differences				
5. Helps students develop learning skills and work habits				
6. Communicates effectively with students				
7. Develops and maintains effective learning atmosphere in the classroom, uses time efficiently				
8. Gives directions skillfully				
9. Uses a variety of teaching strategies including new materials and techniques				
10. Motivates, creates a desire to learn, enthusiastic				
11. Demonstrates sensitivity in relating to students				
12. Helps students develop positive self-concepts				
13. Helps students develop self-discipline and responsibility				

B. PROFESSIONAL CHARACTERISTICS

1. Works effectively with other school personnel				
2. Shows professional growth and is willing to keep curriculum and instruction practices current				
3. Supports school regulations and policies in a positive manner				
4. Demonstrates appropriate and effective communications with parents				
5. Contributes willingly to success of total school program - shares ideas, solutions, expertise				

C. PERSONAL CHARACTERISTICS

1. Projects positive image as an educator in school and community				
2. Manages stressful situations effectively				
3. Communicates effectively, both in oral and written form				
4. Is prompt and accurate in completing records and reports				
5. Reports promptly for work, meetings, and other duties				
6. Dresses appropriately				

See Back For Written Comments

NARRATIVE REPORT:

EVALUATION CONFERENCE

DATE: _____

EVALUATOR _____ TEACHER _____

The teacher's signature indicates only that the teacher and evaluator have discussed this evaluation and does not necessarily mean that the teacher is in agreement with the contents of this evaluation. The teacher may submit an explanation or other written statement regarding this evaluation for inclusion in his/her personal file (*within five days of the evaluation conference date.*)

Revised: January 1988



SCHEDULE F
LEAVE BANK ENROLLMENT FORM
WEBSTER CITY COMMUNITY SCHOOL DISTRICT

Webster City Education Association (WCEA) and Webster City Community Schools (WCCSD) have established a Leave Bank for the use of employees who experience a catastrophic illness, accident, or serious family illness as defined by Article XIIC of the Master Contract between WCEA and WCCSD. Participation in the Leave Bank is based on the following terms:

- Eligibility is based on the voluntary contribution of one-day of sick leave to the Leave Bank. Days contributed to the bank become the property of the Bank and will not be returned to the employee, except under eligible use of the Bank days as defined by Article XIII Section H.5 in the Master Contract.
- Enrollment will take place during opening workshop each school year but in no case later than September 10 and will entitle the enrolling employee to membership until revoked in writing by the employee.
- Eligibility for use of Leave Bank days is based on timely volunteer participation in the Leave Bank through the filing of this form. Eligible employees must provide evidence of a catastrophic illness, accident, or serious family illness and have exhausted all available leave including personal sick leave (when appropriate) without being eligible for long term disability, worker's compensation, and/or social security disability.
- Use of Leave Bank days is limited to 20 days in one school year.
- Eligible employees who use Leave Bank days will be required to pay back the days used at a minimum rate of $\frac{1}{2}$ of the annual sick leave days each year unless retiring at age 62 or on permanent disability.

I agree to the terms of the Leave Bank as defined in the WCEA Master Contract Article XIII Section H and wish to contribute ONE DAY of sick leave to the Leave Bank. I understand that this enrollment is a term of my eligibility to access the bank if necessary and that my membership remains in effect until revoked in writing by myself. I further understand that days contributed to the Bank become the property of the Bank and will not be returned even upon revocation of membership.

Signature of Employee

Date of Enrollment

Signature of Superintendent

Date of Acceptance